

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011965	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
SWC209 Vehicles			
Start Time	Finish Time		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Michael Neely

**Contact:**  
**Phone:**  
**Email:** michael.t.neely@tn.gov

## Event Description

This Invitation to Bid (ITB) is to establish a statewide contract(s) for vehicles with an initial term of two (2) years with one (1) option to renew for one (1) years..

The following documents are attached to Event 11965 Vehicles

Terms and Conditions  
Specifications  
Evaluation Model  
Helpful Supplier Information

Prospective respondents must direct communications concerning this ITB to the following person designated as the Solicitation Coordinator:

Solicitation Coordinator  
State of Tennessee,  
Attn: Mike Neely  
Department of General Services, Central Procurement Office  
3rd Floor, William R. Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue  
Nashville, TN 37243-1102  
Phone: 615-741-5971  
Email: Michael.T.Neely@tn.gov

Unauthorized contact about this ITB with employees or officials of the State of Tennessee except as detailed in this ITB may result in disqualification from consideration under this procurement process. Notwithstanding the foregoing, Respondents may alternatively contact:

1. Staff of the Governor's Office of Diversity Business Enterprise for assistance available to minority-owned, woman-owned, Tennessee service-disabled veteran owned, and small businesses as well as general, public information relating to this solicitation (visit [www.tn.gov/businessopp/](http://www.tn.gov/businessopp/) for contact information); and

2. The following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and associated federal regulations:

Helen Crowley  
Department of General Services, Central Procurement Office  
3rd Floor, William R. Snodgrass, Tennessee Tower  
312 Rosa L. Parks Avenue Nashville, TN 37243-1102  
Phone: 615-741-3836  
Email: Helen.Crowley@tn.gov

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to [https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)  
Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011965	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
SWC209 Vehicles			
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08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

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**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

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NASHVILLE TN 37243  
United States  
Michael Neely

**Contact:**  
**Phone:**  
**Email:** michael.t.neely@tn.gov

Supplier Portal link:  
[https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP\\_GUEST](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST)

Central Procurement Office Website:  
<https://www.tn.gov/generalservices/procurement.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently

## General Questions

Question	UOM	Best	Worst	Response
Please provide the brand and model names of the goods included in this bid:				<input type="text"/>

Required: Yes Mandatory ResponseNo

### Response Comments

Please enter the number of days, from the bid opening date, after which your bid offer will expire:

0

Required: Yes Mandatory ResponseNo

### Response Comments

How many days after receipt of purchase order will it take to deliver item(s)?

0

Required: Yes Mandatory ResponseNo

### Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	Version		
1	1		
Event Name			
SWC209 Vehicles			
Start Time	Finish Time		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Michael Neely

Contact:  
Phone:  
Email: michael.t.neely@tn.gov

### Response Comments

Question	UOM	Best	Worst	Response
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Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

### Response Comments

Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

### Response Comments

The respondent shall indicate the standard warranty period.

List the Standard Warranty Period:

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011965	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
SWC209 Vehicles			
Start Time	Finish Time		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
 312 ROSA L PARKS AVE  
 3rd Floor  
 NASHVILLE TN 37243  
 United States  
 Michael Neely

**Contact:**  
**Phone:**  
**Email:** michael.t.neely@tn.gov

Question	UOM	Best	Worst	Response
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Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

### Response Comments

Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011965	Sell	RFx	5
Event Round	Version		
1	1		
Event Name			
SWC209 Vehicles			
Start Time	Finish Time		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States  
Michael Neely

Contact:  
Phone:  
Email: michael.t.neely@tn.gov

### Response Comments

Associated Terms:

#### Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

If the respondent is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Please provide Secretary of State issued ID Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contract information for the Secretary of State's Office: State of Tennessee, Department of StateAttn Business Filings and Information312 Rosa L Parks Ave  
6th Floor, WRS Tennessee TowerNashville TN 37243-1102Email: TNSOS.CORPINFO@tn.govWebsite:  
<https://sos.tn.gov/business-services/business-entity-filings>Bid event respondents will be granted seven (7) business days from the date of bid submission to register with the Secretary of State or bid response will be rejected.

[Please submit and attach a letter from the Manufacturer stating you are an Authorized Manufacturer Government Fleet Dealership with a minimum of 5 years experience as required. The letter must also include the location names and addresses of the dealership within the State.

Required: No Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011965	Sell	RFx	6
Event Round	Version		
1	1		
Event Name			
SWC209 Vehicles			
Start Time	Finish Time		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** General Services - CPO  
 312 ROSA L PARKS AVE  
 3rd Floor  
 NASHVILLE TN 37243  
 United States  
 Michael Neely

**Contact:**  
**Phone:**  
**Email:** michael.t.neely@tn.gov

Question	UOM	Best	Worst	Response
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The purpose of this Invitation to Bid is to establish a source or sources of supply for all Tennessee State Agencies and Authorized Users.

Tennessee State Agencies refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

Authorized Users are those entities that are authorized to purchase off of Statewide Contracts and include the following:

- a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b) Tennessee local governmental agencies;
- c) the board of trustees of the University of Tennessee system, the Tennessee board of regents system, or the State university boards;
- d) any private nonprofit institution of higher education chartered in Tennessee; and,
- e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Any contracts awarded from this Invitation to Bid shall be made available to Authorized Users in addition to Tennessee State Agencies, unless a letter is attached to this Invitation to Bid, requesting that the contract is only available for use by Tennessee State Agencies.

NOTE: To request that any resulting contract be available only to Tennessee State Agencies, enter No and attach an exemption request letter addressed to the Central Procurement Office.

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011965	Sell	RFx	7
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC209 Vehicles			
<b>Start Time</b>	<b>Finish Time</b>		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

**Event Currency:** US Dollar  
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Question	UOM	Best	Worst	Response
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I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory Response:Yes

### Response Comments

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011965	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC209 Vehicles			
<b>Start Time</b>	<b>Finish Time</b>		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

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Michael Neely

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**Email:** michael.t.neely@tn.gov

## Line Details

**Line:** 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** Yes **Reserve Price:** No

**Bid Qty:**

**Description:** Dummy Line: Please complete and upload the SWC Evaluation Model spreadsheet to provide pricing.

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>
Required: Yes Mandatory Response: No				

### Response Comments



## Event Details (cont.)

### PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011965	Sell	RFx	9
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC209 Vehicles			
<b>Start Time</b>	<b>Finish Time</b>		
08/03/2021 10:30:00 CDT	08/19/2021 15:00:00 CDT		

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Michael Neely

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**Email:** michael.t.neely@tn.gov

### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# Event Details (cont.)

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<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011965	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC209 Vehicles			
<b>Start Time</b>	<b>Finish Time</b>		
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## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Each

**Description:** Dummy Line: Please complete and upload the SWC Evaluation Model spreadsheet to provide pricing.

### Item Specifications

**Manufacturer:**

**Mfg Item ID:**

**Item Length:** 0

**Item Width:** 0

**Item Volume:** 0

**Item Weight:** 0

**Item Size:**

**Item Height:** 0

**Dimension UOM:**

**Volume UOM:**

**Weight UOM:**

**Item Color:**

### Shipping Information

**Schedule:** 1

**Quantity:** 1

**Due Date:** 08/21/2021

**Freight Terms:**

**Ship Via:**

**Ship To:**

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011965	Sell	RFx	11
Event Round	Version		
1	1		
Event Name			
SWC209 Vehicles			
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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.  
  
If the information will be submitted in writing please mail to the following address:  
  
Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243
3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016